Possible Email Job Scams

For those who did not receive an email from the IT Alert early in the week, OSU warns students and employees of possible email job scams. Here is the story from them.

Oklahoma State University police and IT security want to remind the campus to take proper security precautions when using your okstate.edu account to prevent students and employees from becoming victims of email scams.

Emails claiming to have an employment, job or career opportunity need to be approached with scrutiny and caution. Even when the business associated with the employment opportunity appears to be or is an established company, proceed with care. It’s possible the company’s name is being used to make the email appear legitimate when the email is actually a scam. Do not open or reply to any unfamiliar email and check the email address information every time you receive and view an unsolicited or unexpected email. If you do not recognize the email, the email address, or are unsure, it’s recommended that you disregard the email.

As a state-funded institution, all directory information, including email addresses, is public. While the OSU email system has several security mechanisms in place, it is important individuals stay vigilant in taking the proper precautions when using university and any other email account.

Here are some best practices for keeping your email account secure:

- Don't open attachments in unfamiliar emails.
- Don't click on suspect links.
- Pick a strong password (and change it regularly).
- Avoid unsecured WiFi.
- Avoid sending unnecessary personal information.

If you have already clicked on any links and entered any personal information, including your O-Key password, do the following:

- Immediately change your O-Key password.
- Scan your computer system with an up-to-date anti-virus program as soon as possible.

Notify the IT security office at helpdesk@okstate.edu ATTN: IT Security, or call 405-744-HELP (4357)

If you believe you have already been a victim of some kind of email scam you may file a complaint with the FBI’s Internet Crime Complaint Center at www.IC3.Gov and notify OSU Police at 405.744.6523 or send an iReport through the OSU Safety app, Orange Shield.

Additional information about this and other internet scams can be found here.
If you are planning on filing for OPT this semester, you are **must** first attend one of the ISS-OPT sessions (listed below) and then complete the subsequent ISS-OPT survey. These ISS-OPT sessions will go over the rules and regulations about the OPT process. **During these sessions you will also need to complete the paperwork necessary to file for the OPT.**

### OPT Sessions

<table>
<thead>
<tr>
<th>Date (Fridays Only)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, March 9th, 2018</td>
<td>5:30 pm to 6:30 pm</td>
<td>CLB 112</td>
</tr>
<tr>
<td>Friday, April 6th, 2018</td>
<td>5:30 pm to 6:30 pm</td>
<td>CLB 112</td>
</tr>
</tbody>
</table>

**NOTE:** If you are graduating in Spring 2018 or Summer 2018, please attend one of these OPT sessions prior to applying for OPT. **Without ISS-OPT session attendance, your application submission will not be considered as valid.**

***Before you can make an appointment with the ISS office to file for OPT, you must complete one of the ISS-OPT sessions and subsequently the **OPT survey**. Your completed survey will then be sent to the ISS office. Only after ISS receives your completed survey will you be able to meet with an ISS-Designated School Official to submit your OPT application.***
Tax Workshops Continue

The ISS will continue to have the following workshops to show you how to use special free tax software for international students and how to complete Oklahoma Tax Forms.

Bring any tax forms you have such as W-2 or 1042-S or 1099. (Not everyone has all these forms. Some people only have a W-2.) You also must know your passport number. Bring a copy of last year’s tax return, if you have one.

Tax Workshop Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, March 10</td>
<td>1:00 pm</td>
<td>Math Science Computer Lab 108</td>
</tr>
<tr>
<td>Thursday, March 15</td>
<td>5:00 pm</td>
<td>Math Science Computer Lab 108</td>
</tr>
<tr>
<td>Tuesday, March 20</td>
<td>1:00 pm</td>
<td>Math Science Computer Lab 108</td>
</tr>
<tr>
<td>Saturday, April 7</td>
<td>1:00 pm</td>
<td>Math Science Computer Lab 108</td>
</tr>
<tr>
<td>Thursday, April 12</td>
<td>5:00 pm</td>
<td>Math Science Computer Lab 108</td>
</tr>
</tbody>
</table>

NOTE: Due date is April 17. Must be in the mail by April 17, not received.

Daylight Saving Time 2018 Starts: Sunday, March 11th

On Sunday, March 11th, daylight saving time 2018 will start. Please do not forget to set your clocks forward an hour! Cell phones will automatically set to the correct time.
The Student Union Activities Board invites all dog lovers and owners to an evening of tail-wagging fun. Participate in our walk for a cause to gather donations for the Stillwater Humane Society! We are seeking donations of paper towels and disinfectant wipes, or any item listed as a need: http://www.hspets.org/page/home/donate/current-needs-list. The event will begin Thursday, March 15th at 5:30 p.m. on the Student Union Plaza. Get up and moving with SUAB and your pup!

[Event Details]
When: Thursday, March 15
What: Strutt Your Mutt
Time: 5:30 pm
Where: Plaza
Do you love the Library? Are you confident, enthusiastic, reliable and want to GET PAID? Being a student ambassador is rewarding. Not only does it develop your communication and teamwork skills, it also increases your employability and gives you the opportunity to work in a variety of settings. What’s more... it will look great on your resume! The deadline for Library Ambassador applications is Friday, March 16th, 2018 at 5 pm. For more details, please check it [here](#).

---

**Spring Break: March 19th - 23rd**

Spring Break will be March 19th – 23rd. If you are traveling outside of the country, please make sure that your I-20 or DS-2019 has a valid travel signature. If you’re going on a cruise, please make sure that you have all travel documents that you need. Have fun and be safe!

---

**Final Semester Students Should Start a Graduation Application Soon!!**

If you are in your final semester and planning to graduate in May 2018 you should start the “Graduation Application Process” soon. There are numerous steps involved in graduating from college that require advanced planning. Graduating students have a tendency to get busy filing for OPT or applying for graduate programs or inviting family members to attend their commencement. However the first step in this process should be applying to graduate. Here is that link: [https://commencement.okstate.edu/node/47](https://commencement.okstate.edu/node/47)

Also, don’t forget that if you are under enrolled in your final semester you will need to submit a graduation application to avoid jeopardizing your immigration status.